

Position Description

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| Position Title | Ground Services Assistant (Waste Warrior) |
| Functional Area | Operations |
| Responsible to | Event Operations |
| Staff Supervision | N/A |
| Employment Status | Volunteer |
| Date | September 2019 |
| Employment Period | 11 – 19 January 2020 |



Key Responsibilities

This position is responsible for ensuring that the tournament site is fully serviced and maintained with regards to waste management. Duties include but are not limited to:

- Assist with the set-up and pack-up of the waste management bins on site as directed by the Event Operations Coordinator
- Ensure morning and evening session 'to-do' checklists are completed in a timely manner
- Provide morning checks of the Centre Court area and surrounds to ensure the site is clear of rubbish and presentable for the day's play
- In line with the City of Hobart Waste Reduction Policy, assist patrons in identifying the correct bins to place rubbish and recycling
- Remove and replace full rubbish bins at regular intervals as per roster instructions and decant them into larger skip bins at the northern area of the site
- At the conclusion of the tournament, prepare bins for collection by supplier in a centralised location
- May also be required to assist with stocking and preparation of courts ready for commencement of play
- Provide professional and friendly service at all times

Knowledge / Skills / Service Expectations / Attributes

Knowledge / Skills

- Strong physical capability to meet varying requirements of the role, and previous experience in completing physically demanding tasks (pulling 240L bins uphill and into larger skip bins)
- Ability to work effectively under pressure in a fast paced environment with conflicting tasks
- Excellent Team skills and the ability to contribute to a positive and successful work environment.
- Maintain player and tournament-related confidentiality at all times

Service Expectations / Attributes

- Be an ambassador for Australian Tennis and Hobart International
- Always present in an impeccable way
- Always demonstrate flexibility and adaptability in the course of your role
- Have a 'Can Do' attitude and be willing to support others to succeed
- Always be resourceful and do whatever it takes to seek solutions
- Be level-headed and calm in high pressure situations
- Be self-motivated, proactive and demonstrate initiative in the course of your role

Environmental / Health / Safety Responsibilities

- Complies with Venue OH&S policies and procedures
- Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
- Participates in meetings, training and other environment, health and safety activities
- Does not wilfully place at risk the health or safety of any person in the work place
- Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Cooperates with Hobart International in relation to activities taken by HI to comply with OH&S and environmental legislation.
- Participate in Return to Work Programs, as required to, across the organisation.

Compulsory Training / Position Requirements

Training Requirements

- Undertake the Hobart International 2020 Online Induction Program
- Attendance at any Team Rally, Uniform & Accreditation Collection and area specific training – TBC

Position Requirements

- Prepared to work a shift roster, including weekends, public holidays and evenings as required.
- Flexibility with regard to working hours with availability during the Tournament period (dates)